



NORRIDGE POLICE DEPARTMENT



Employee Warning Notice

Name: Zeljka Ljubicic Star #: 39 Date: January 5, 2018

TYPE OF VIOLATION				
Attendance	Carelessness	Insubordination	Late Arrival/Early Quit	
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment	Personal Business While on Duty	
Unsatisfactory Work Performance	Violations of Policy/Procedure	Motor Vehicle Crash	X	Missing a Court Date

Date of Violation: January 4, 2018 Time of Violation: 0900

DESCRIPTION OF VIOLATION:

Officer Ljubicic was assigned to Misdemeanor Court on 1/04/2018 at 0900. Ljubicic was given notice of cases which required her presense in court. OfficerL Ljubicic failed to attend court on the assigned date and time. GO A25 Court Appearance Secion II C (1) outlines the specifications for obtaining an excused absence.

OFFICER'S STATEMENT:

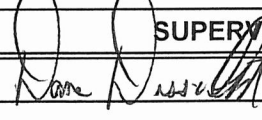
 I agree with the above description I disagree with the above description

My reason is: _____


Officer's Signature

39
Star #

01/05/2018
Date

ACTION TAKEN		DATE	SUPERVISOR NAME & STAR
X	Verbal Warning	01/05/18	 1/5/18
	Written Warning		
	Disciplinary Write-up		

CONSEQUENCES IF VIOLATION OCCURS AGAIN;

A second violation will result in a written warning.

I have read and understand this warning;

 39
Officer's Signature / Star #

01/05/2018
Date

Supervisor Issuing Warning:


Supervisor's Signature / Star #

1/5/18
Date